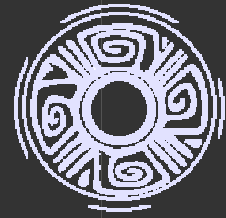


Washington State  
Public Works Board  
Public Works Trust Fund  
Emergency Loan Program



Application Forms

	Emergency Loan Program
Eligible Systems	Bridges Roads and Streets Domestic Water Systems Sanitary Sewer Systems Storm Water Systems Solid Waste and Recycling Systems
Maximum Loan	\$500,000 per year
Interest Rate	4%
Match Term	0%
Repayment Term	Life of the project, or up to 20 years
Project Completion Time	12 months
Submittal Date	Open Year Round

Submit one (1) original and one (1) copy

***Mail or Ship to:***

Public Works Board  
Evergreen Plaza Bldg  
711 Capitol Way – Suite 102  
Post Office Box 48319  
Olympia WA 98504-8319  
(360) 725-5000

***Hand Deliver to:***

Public Works Board  
Evergreen Plaza Bldg  
711 Capitol Way – Suite 102  
Olympia, Washington

Visit the Board's Website at [www.pwb.wa.gov](http://www.pwb.wa.gov)

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## PWTF Emergency Application Forms

### SECTION I: APPLICANT INFORMATION

Borrower:																		
Population within Jurisdiction:							Percent affected by this project:	%										
Federal Tax ID #:			-							City:								
State:			Zip Code:						-									
Project Title:																		
Project Description:																		
County:																		
Congressional District:							Legislative District:											
Indicate which of the following public works systems will be covered by the proposed loan (check only one):	<input type="checkbox"/> Bridge						<input type="checkbox"/> Road						<input type="checkbox"/> Domestic Water					
	<input type="checkbox"/> Sanitary Sewer						<input type="checkbox"/> Storm Sewer						<input type="checkbox"/> Solid Waste/Recycling					
Contact Person:																		
Street Address:																		
Mailing Address:																		
Telephone:	( _ _ _ ) _ _ _ - _ _ _ _			FAX:	( _ _ _ ) _ _ _ - _ _ _ _			Email Address:										
Did a consultant prepare this application:	<input type="checkbox"/> YES <input type="checkbox"/> NO																	
If "YES", Name:							Telephone:	( _ _ _ ) _ _ _ - _ _ _ _										
Total Project Cost:	\$																	
PWTF Loan Request:	\$																	

## SECTION II: PROJECT FUNDING AND SCHEDULE

### A. Estimated Project Costs

Activity	Repair or Replacement Total
Engineering	\$
Environmental Review	\$
Land/ROW Acquisition	\$
Public Involvement/Information	\$
Construction	\$
Other Fees	\$
Contingency (____%)	\$

<b>TOTAL ESTIMATED COSTS</b>	\$
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How were these estimates made?	
When were these estimates made?	__ / __

HB 1204 passed during the 1999 Legislative session, requiring funding agencies to report on the costs of environmental projects. An environmental project is defined as:

***“Land acquisition, facility construction, or other activity providing environmental protections, restoration, enhancement, or compensatory mitigation undertaken by state agencies or funded by state financial assistance programs.”***

Does any component of this project meet this definition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If “YES”, then approximately how much of the proceeds from this loan, if awarded, will be used to fund the environmental components?	\$

## B. Estimated Schedule for Project Completion

Activity	Estimated Completion Date
Engineering Report	__ / __
Environmental Review	__ / __
Permits Obtained	__ / __
Land/ROW Acquisition	__ / __
Preparation of Bid Documents	__ / __
Award of Construction Contract	__ / __
Start of Construction	__ / __
Completion of Construction	__ / __
Project in Use	__ / __

## C. Project Funding

Funding Source	Amount	Status
#1	\$	
#2	\$	
<i><b>This PWTF Request</b></i>	\$	
<b>Total Grants</b>	\$	

### SECTION III: ELIGIBILITY REQUIREMENTS

#### Public Works Board staff will verify A, and B eligibility requirements with the appropriate agencies

##### A. For counties, cities, and towns only:

In order to be eligible for funding, your jurisdiction must have adopted the optional local one-quarter of one percent (.25%) Real Estate Excise Tax (REET) on the sale of real property as permitted by RCW 82.46.010(2) by the time of application?

##### B. For Jurisdictions Planning Under the Growth Management Act

In order to be eligible for funding, all counties, cities, and towns planning under the Growth Management Act (GMA) must have adopted their Comprehensive Plan and Development Regulations by the Act's designated deadlines or at the time of submitting a PWTF application, whichever is later (RCW 36.70A.040). This also includes having no Findings of Non-Compliance or Invalidity Orders pending. For questions regarding your GMA status, contact the Growth Management Unit at (360) 725-3045. **(Public Works Board Staff will verify GMA conformance)**

##### C. For Jurisdiction Not planning under the Growth Management Act

1. Check all systems owned by the jurisdiction	<input type="checkbox"/> Bridge	<input type="checkbox"/> Road	<input type="checkbox"/> Domestic Water
	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Solid Waste/Recycling
2. Does each system checked above have an approved Capital Facilities Plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
3. Do the Capital Facilities Plans meet all the Public Works Board Capital Facilities Plan Standards found in the Application Guidelines?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

The Board requires that special purpose districts show consistency with the Comprehensive Land Use Plans of the jurisdiction(s) in which they provide service.

##### D. For special purpose districts within counties, cities, or towns involved in Growth Management planning.

*The Legislature requires the Public Works Board to collect the following data. (This data has no impact on the eligibility or rating of this application.)*

1. Have the timelines for adopting its Comprehensive Plan been met by the jurisdiction in which this district operates?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have the timelines for adopting its Development Regulations been met by the jurisdiction in which this district operates?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Has the Growth Hearing Board issued a Finding of Non-Compliance or an Invalidity Order against the jurisdiction in which the district operates?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES", when is this expected to be resolved?	__ / __ / __

<b>E. Has a Federal, State, or local governing body officially declared an emergency?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES", please attach Resolution or Ordinance	

<b>F. Water System Applicants Only:</b>  1. Is your Water System Comprehensive Plan current (adopted within the last six years)?  If "NO", please attach a letter from the Washington State Department of Health, Division of Drinking Water, indicating that your system has an approved development schedule for its Water System Plan.	<input type="checkbox"/> YES <input type="checkbox"/> NO  Adoption Date: __ / __ / __
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<b>G. Solid Waste/Recycling Systems Applicants Only:</b>	
To qualify for loans for solid waste or recycling facilities, a city or county must demonstrate that the solid waste or recycling facility is consistent with and necessary to implement the comprehensive solid waste management plan adopted by the city or county under RCW 70.95.	
1. Do you have a comprehensive solid waste management plan adopted by the city or county under RCW 70.95?	<input type="checkbox"/> YES <input type="checkbox"/> NO Adoption Date: __ / __ / __
2. Is the Plan current (adopted within the last six years)?	<input type="checkbox"/> YES <input type="checkbox"/> NO Adoption Date: __ / __ / __
3. Is the project that your applying for consistent with and necessary to implement the comprehensive solid waste management plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>H. Sanitary Sewer System Applicants Only:</b>  1. Does the proposed project include repair and/or replacement of sanitary sewer side service connections on privately owned property?  If "YES", the ordinance and/or resolution must be attached declaring such repair and/or replacement to be a public policy of the jurisdiction and setting forth the finding of public benefit.	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

**If you have answered "NO", to any questions A through H,  
Stop here and contact the Public Works Board, at (360) 725-5000**

## SECTION IV: PROJECT NEED

### The Public Works Board defines an emergency as

*“A public works project made necessary by a natural disaster, or an immediate and emergent threat to the public health and safety due to unforeseen n or unavoidable circumstances.”*

#### A. Describe the public health and safety problem you are preparing to solve through this project

Specifically address the problem and how your community is affected, including:

- The nature of the threat/emergency in terms of a natural disaster or other unforeseen and unavoidable circumstance beyond the control of the local government;
- The nature and extent of the threat to the public health and safety, including the number of people affected, area affected, etc.
- Whether the situation is presently causing substantial harm, or whether and how it poses a emergent threat to life and property or both

Be thorough and complete in your response. Include financial data if necessary to clarify the degree of the problem. Attach additional sheets if needed.

#### B. Why this problem needs to be addressed before the next regular application cycle for Public Works Trust Fund Construction loan funds.

#### C. Is the emergency due to a court-ordered receivership?

☐ YES ☐ NO

If “Yes”, what was the date of the court action?

Date: \_\_ / \_\_ / \_\_

#### D. Has the jurisdiction been placed in fiscal distress due to other recent emergency public works incidents?

☐ YES ☐ NO

Please explain.

#### E. What will be the likely results if the application is not accepted for funding?



## SECTION V: PROJECT SOLUTION

- A. Provide a **Scope of Work** for the proposed project in quantified terms--how much and which system elements are you proposing to repair or replace (i.e., one 360-foot well casing, 10 inches in diameter; 800 lineal feet of water transmission main; etc.).

Be specific in your response. **Include a map of your jurisdiction or service area with the location of your project activities clearly shown.** (Label project roads and bridges with functional classifications, [i.e., primary arterial, collector].) If the project impacts wetland(s), please include the Wetlands Disclosure Form with the application and show the location and type of wetland(s) on the map. (*Attach additional sheets if necessary.*) A sample Scope of Work is shown in the Application Guidelines.

- B. The useful life of these improvements is \_\_\_\_\_ years.

**WETLANDS DISCLOSURE FORM  
(GOVERNOR'S EXECUTIVE ORDER 90-04)**

Is there a wetland, as defined by either U.S. Fish and Wildlife or the Clean Water Act, on the site or within 200 feet?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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U.S. Fish and Wildlife Definition

For purposes of this classification wetlands must have one or more of the following three attributes: (1) at least periodically, the land supports predominantly hydrophytes, (2) the substrate is predominantly undrained hydric soil, and (3) the substrate is nonsoil and is saturated with water or covered by shallow water at some time during the growing season of each year.

Clean Water Act Definition

Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

Washington State Four-Tier Wetlands Rating Category: (If yes, mark all that apply.)

Categories      \_\_\_\_\_ I,      \_\_\_\_\_ II,      \_\_\_\_\_ III,      \_\_\_\_\_ IV

Are any wetland mitigation measures proposed to avoid impacts from this project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

If yes, please describe.

Will these mitigation measures result in no net loss of wetlands?	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

Information on this disclosure form was provided by:

Name:	
-------	--

Title	
-------	--

Phone Number	
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Date:	
-------	--

## APPLICANT CERTIFICATION

WHEREAS, \_\_\_\_\_, is applying to the Washington State Public Works Trust Fund program for a low-interest loan for an eligible project; and

WHEREAS, RCW 43.155.070 requires that applicants planning under RCW 36.70A.040 must have adopted comprehensive plans in conformance with the requirements of chapter 36.70A RCW, and must have adopted development regulations in conformance with the requirements of chapter 36.70A RCW; and

WHEREAS, RCW 70.95 requires a comprehensive Solid Waste Management plan adopted by the city or county; and

WHEREAS, RCW 43.155.070 requires that county and city applicants must have adopted the local optional one-quarter of one percent Real Estate Excise Tax, as described in Chapter 82.46 RCW; and

WHEREAS, the local governing body has approved submission of this application for a Public Works Trust Fund loan; and

WHEREAS, the applicant recognizes and acknowledges that the information in the application forms is the only information, which will be considered in the evaluation and rating process. Incomplete responses will result in a reduced chance of funding. In order to ensure fairness for all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, the information provided on the Wetlands Disclosure Form is accurate to the best of the local government's knowledge and ability; and

WHEREAS, it is necessary that certain conditions be met as part of the application process; and

WHEREAS, RCW 43.155.060 requires that the project will be advertised for competitive bids and administered according to standard local procedure; and

WHEREAS, the loan will not exceed the maximum amount allowed by the Board of eligible costs incurred for the project; and

WHEREAS, any loan arising from this application constitutes a debt to be repaid, and  
(person/title) \_\_\_\_\_ has reviewed and concluded it has the necessary capacity to repay such a loan; and

WHEREAS, the information provided in this application is true and correct to the best of the government's belief and knowledge and it is understood that the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent loan agreement.

NOW THEREFORE, (name of local government) \_\_\_\_\_ certifies that it meets these requirements, and further that it intends to enter into a loan agreement with the Department of Community, Trade and Economic Development, on behalf of the Public Works Board, provided that the terms and conditions for a Public Works Trust Fund loan are satisfactory to both parties.

Signed:	
Title	
Phone Number:	
Date:	
ATTEST:	

**CERTIFICATION BY PREPARER OF APPLICATION**  
**(Staff Member or Consultant)**

WHEREAS, \_\_\_\_\_ has prepared this application for a Washington State Public Works Trust Fund loan; and

WHEREAS, the preparer recognizes and acknowledges that the information in application is the only information that will be considered in the evaluation and rating process. Incomplete responses will result in a reduced chance of funding, and that in order to ensure fairness for all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, the information provided in this application is true and correct to the best of the preparer's belief and knowledge; and

NOW THEREFORE, \_\_\_\_\_ recognizes and acknowledges the above declarations and certifies that this application meets the above requirements.

Signed:	
Title	
Phone Number:	
Date:	
ATTEST:	